

## ARIZONA DEPARTMENT OF VETERANS' SERVICES

### INTERNAL MANAGEMENT POLICY 01-02

SUBJECT: REFERRAL STIPEND PROGRAM

EFFECTIVE DATE: May 1, 2001

- 1.0 POLICY: It is the policy of the Arizona Department of Veterans' Services to be competitive with private sector practices in long-term care nursing homes. As such, a program is implemented to recognize the efforts of ADVS employees who recruit applicants for difficult to fill job classifications that are critical to the operation of the Arizona State Veteran Home. **Attachment A** lists the authorized job classifications and approved referral stipends.

Management retains the right to hire, transfer and promote applicants and/or current employees for vacancies irrespective of the Referral Stipend Program.

- 2.0 AUTHORITY: A.R.S. § 41-604, Duties and Powers of the Director; A.A.C. R2-5-302.B

- 3.0 RESPONSIBILITY: The Arizona Veteran Home Administrator or designee is responsible for tracking referrals made by ADVS employees of applicants for direct hire job classes that are eligible for the recruitment stipend. The Administrator will initiate the Personnel Action Form at the end of probation to initiate payment of the referral stipend to the referring ADVS employee.

The Finance Division is responsible for tracking the number and dollar amount of referral stipends paid each quarter and reporting as required.

- 4.0 PROCEDURES:

- 4.1 The applicant for direct hire job classes will be responsible for indicating the full name of the referring ADVS employee on the appropriate form at time of application. Names given after date of hire will not be considered for the referral stipend program.
- 4.2 Only one ADVS employee may be named to receive one referral per applicant.
- 4.3 The ASVH Administrator or designee will complete the Personnel Action form indicating the name of the employee who is to receive the stipend (the one who made the referral), the name of the employee who was referred, and the date the referred employee attained permanent status. Supervisors of both employees will sign off on the Personnel Action Form.

- 4.4 The Personnel Action Form will be sent to the Human Resources Office for approval prior to submitting to Payroll for payment.
- 4.5 All current employees of the ADVS, with the exception of employees in the following classifications, are eligible to receive the referral stipend:

<b>CLASS TITLE</b>	<b>CLASS CODE</b>
DIRECTOR	05211
DEPUTY DIRECTOR	06740
STATE VETERAN HOME ADMINISTRATOR	06033
VETERAN SERVICES ASSISTANT ADMINISTRATOR	06502
PROGRAM & PROJECT SPECIALIST (NURSING RECRUITER)	03316

- 4.6 Stipends will be processed through the normal HRMS process, paid on a regular cycle with current earnings, and subject to normal tax withholdings and garnishments. A referral stipend will not be paid to an individual who is no longer with the department at the time the employee attains permanent status or the request for the stipend is processed, as an employee must be currently on the payroll system to process any payments.
- 4.7 The ASVH Administrator is responsible for establishing specific procedures within the division to maintain a tracking system of eligible employees and referrals to ensure the timely processing and reporting for the stipend referral program.
- 4.8 The Referral Stipend Program is subject to funding availability and may be canceled at any time.

5.0 IMPLEMENTATION: This policy shall be implemented without change on the effective date.

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Patrick F. Chorpenning, Director

**ATTACHMENT A****REFERAL STIPEND JOB CLASSES**

<b>CLASS TITLE</b>	<b>CLASS CODE</b>	<b>REFERAL AMOUNT</b>
GERIATRIC NURSE II	38044	\$500
GERIATRIC LIC PRACTICAL NURSE (UNDERFIL GERI NURSE II)	38042	\$400
NURSING ASSISTANT (CERTIFIED)	38001	\$300
COOK III	32703	\$100
COOK II	32702	\$100
FOOD SERVICE WORKER II	32712	\$100
FOOD SERVICE WORKER I	32711	\$100
CUSTODIAL WORKER II	32602	\$100
HOUSKEEPING ATTENDANT	32611	\$100